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**SASKATCHEWAN
LIBERAL ASSOCIATION**

Executive Headquarters
McCALLUM-HILL BUILDING
REGINA, SASK.

**DIRECTIONS FOR THE
ORGANIZATION OF
LOCAL LIBERAL
CLUBS**



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Saskatchewan Liberal Association Executive
(Organization Department)

WHY ORGANIZE?

If we are true to Liberal principles and traditions, we must ensure that government shall be, not only in name, but in reality, "by the people and for the people." Liberalism believes in the sovereignty of the people. Liberalism has secured for democracy the right to rule, but the success of this rule depends upon the people accepting their full share of responsibility in the work of government. Business, pursuit of pleasure, or indifference causes many a citizen to forget his duty to his country. The citizen may shirk his duty but he cannot get away from his responsibility. To neglect one's political duties is to neglect one of the primary duties of citizenship. We should be glad, not only to vote for the cause in which we believe, but, to the extent of our ability and opportunity, to cheerfully and enthusiastically work for and promote that cause. Just so far as any considerable number of citizens fail to take an intelligent and active interest in public affairs, they increase the opportunity for special or corrupt influence to determine our representation in Parliament or the Legislature, and thus to influence legislation and administration. If we are to have government "by the people" in reality we can secure it only when the people discharge their duties. Every successful business is well organized. Government "by the people" is our biggest business. Organization brings success.

ORGANIZATION

Objects: The main object of the organization should be educational. It should be a medium for self education in the best ways and means of applying the principles of Liberalism to the practical problems of self government.

The aims and objects may be briefly set out as follows:

1. To foster and promote Liberalism locally through social, athletic and educational endeavour.

2. To finance the necessary organization rallies, banquets, conventions, etc., held to crystalize and spread liberal ideas.

3. To assist in financing and distributing literature.

4. To train and give experience to speakers who will be able to take the platform at any time in defence of Liberal doctrine.

5. To organize the immediate district in the interests of the Liberal candidate, and to assist towards the candidate's acceptance at the polls.

The Principles: It is impossible, of course, in a pamphlet of this kind to do more than state these in a very brief and general way. Liberalism is in essence the problem of realizing liberty. It seeks the setting free of the mass of the people in regard to self government, trade, religion, education, industry, in all the manifold ramifications of society. It teaches the principle of equal right to live and equality of opportunity for every citizen. Liberalism means a struggle for personal, civil, political, economic, fiscal, social, domestic, national and international freedom against special privilege, privileged interests and privileged classes. Its appeal,

therefore, is to the intelligence and tolerance of all classes rather than to the ignorance and prejudice of any.

Form of Organization: The policy of the Liberal party is to ORGANIZE and KEEP ALIVE in every community centre of every Provincial Constituency in the Province of Saskatchewan a LOCAL Liberal Club with an active and paid up membership. Wherever there is no active organization at present a meeting of all Liberal supporters of the community (regardless of polling subdivisions) should be called to meet at the COMMUNITY CENTRE for the purpose of organizing as hereinafter outlined. Existing local clubs should meet as soon as possible for the purpose of perfecting the organization and increasing the membership.

Membership: The Central Executive, on request, will supply books of membership cards and the necessary forms for the purpose of organization. Every member should receive one of these membership cards signed by the President and Secretary of his Local and upon which the member's name is plainly written. These cards are supplied in books of ten. After the cards are torn off at the perforation and the information duplicated on the stubs, these should at once be returned to the Secretary who will enter the names in a book for the purpose, and, report the information to the Central Executive. The fee for membership in all local clubs should be carefully decided to ensure funds for the local club, constituency and central, preferably in equal divisions, taking care that the combined membership fee not exceeding \$1.00 per year per member, be that which will contribute to financial stability and the widest possible membership, being set

from year to year as economic conditions and the needs of local club, constituency and central make appear advisable. Family membership fee—a combination membership fee equal to 3 or more adult membership fees may at the discretion of the local club be accepted as a family membership fee. Junior membership fee—for juniors under 21 years, should not include either constituency or central contributions, and should be limited to the local membership club fee, or special junior fee may be set at the discretion of the local club. Constituency and central membership fees should be remitted to their proper destination immediately on collection. Larger contributions than one dollar are quite acceptable, but such larger amount does not entitle the contributor to any special privileges in the Association.

Securing Members: The Membership Committee or any other members of the Club should be prepared to accept members at any time, but, special drives should be arranged for at set periods when every person in the community should be canvassed.

Officers: The officers of every Local Liberal Club should at least consist of an Honorary President, a President, a Vice-President, a Secretary Treasurer, an Auditor and a News Correspondent, who may or may not be the Secretary Treasurer.

Executive Committee: Should consist of the President, all Vice-Presidents, with such other members of committees as may from time to time be appointed for the discussion and consideration of the various phases of the Club's activities. The following Committees should be formed: Economics; Social Welfare; Entertainment; Ath-

letics; Membership; Finance; Organization; Women's Committee.

Duties of Officers: It is very important that the officers of any organization be prompt in attendance and interested in the work. Their duties may be defined as follows:

Honorary President: Honorary.

President: To take charge of and preside as chairman of all general meetings of the Club.

Vice-President: To take over in place of the President when necessary, and to preside over those committees to which they are appointed. At least one Vice-President should be appointed from each poll, sufficient to head all committees and ensure their activity. More than one Vice-President should be appointed from each poll when necessary, giving consideration to representation by adult men, women, young men and young women. Where a separate Women's Committee is formed, a Women's Vice-President at large may be appointed to head this committee.

Secretary-Treasurer: To keep all records, minutes of meetings, cash, etc., of the Club. To report when called upon to the Club and to Central Headquarters.

Auditor: To examine into the books and accounts and to report his findings.

News-Correspondent: To report to the local and daily papers the doings of the Club and upon any matters in the interest of Liberalism.

Entertainment Committee: To ensure that every meeting be made attractive to present and new members, with suitable entertainment to balance each program, special attention being given to music, socials, indoor games, plays, debates and picnics, etc.

Social Welfare Committee: To take particular interest in social legislation and constructive social progress, keeping before the membership and the public a sound understanding of the social aims and accomplishments of Liberalism, and to advance social progress in every manner consistent with practical administration and sound democratic principles.

Economic Committee: To understand and encourage the discussion of all economic problems, to the end that Liberal members, and others, may understand, support and contribute to sound economic progress through Liberalism.

Athletic Committee: To encourage the participation of Liberal members and encourage interest in the local club, by participating in sports, as curling, hockey, baseball, basketball, football, or other activities that are healthful and contribute to the spirit of sportsmanship.

Women's Committee: Where special women's interests require to be taken care of, a Women's Committee may be formed, with a Women's Vice-President at large, for the special consideration of women's interests, tributary to the activities of the local club.

Finance Committee: To consider ways and means of financing the various activities of the club, by voluntary donations, membership fees, admissions, reporting to the club from time to time.

Membership Committee: To ensure that all activities of the club contribute to a steadily growing and healthy membership, planning for special drives with or separate to other club activities, to the end that every member of the community be solicited for active membership.

Organization Committee: To properly co-ordinate all of the activities of the local club, to discuss ways and means of constantly improving the various club services, to the end of steadily strengthening Liberalism in every poll tributary to the club, presenting their conclusions and recommendations to the club for its guidance and direction in maintaining a sound, progressive and united front of political organization.

Membership Responsibility: Every member should be placed upon one or more committees, according to his or her special abilities, consideration being given to a reasonable equality of responsibility for all ages and sex. Membership on committees should be appointed with the intention of ensuring that all polls are, as far as possible, represented with reasonable equality, on all committees, thus giving each committee (excepting only the women's committee), a character fully representative of all voters in each poll. The membership of the Organization Committee should at all times include all Vice-Presidents who are at the head of the various committees and are representative of their separate polls, with such other members from each poll as will give the Organization Committee the services of the strongest, most aggressive and efficient members of each poll, to ensure that all the local club activities contribute to the maintenance and the strengthening of Liberalism in each poll, it being evident that the strength and influence of the local club cannot be any greater than the collective strength of the foundation on which it rests. Active participation of every member should be encouraged, as activity begets interest, initiative, and responsibility, from which Lib-

eralism must develop future policy and leadership.

Meetings: If at all possible, a place for meetings should be secured and a regular time for meetings set. This suggestion is particularly important especially for the winter months. Hold regular meetings at specifically set times, once a month at any rate.

Order of Business: All general meetings should be opened promptly at the hour set and conducted along the lines of the following order:

1. The President in the chair calls the meeting to order.

2. Reading and consideration of minutes and correspondence.

3. Acceptance of new members.

4. Welcome to visitors.

5. Secretary Treasurer's report of receipts since last meeting.

6. Passing of accounts.

7. Address, debate, programme, etc., as arranged.

8. Reports of Committees: (a) Entertainment, (b) Social Welfare, (c) Economic, (d) Athletic, (e) Women, (f) Finance, (g) Membership, (h) Organization.

9. New business.

10. General discussion for the good of the Club.

11. God Save The King.

The Books: The minute book and cash book should be carefully and accurately kept. Auditing should be done at least once a year.

Reports to Headquarters: The Central Executive is anxious to render all the assistance possible to every Local Club. The maximum of assistance, however, can be given only when local reports are promptly and accurately made, and, when the members and officers of the Local Club keep constantly in touch with the Executive. Forms for official reports are supplied by the Executive. Membership reports should be made frequently, accompanied by the Executive's portion of the contributions. **KEEP CONSTANTLY IN TOUCH WITH THE CENTRAL EXECUTIVE, Regina, Sask.**

All remittances should be forwarded by certified cheque, Post Office Order, or if in cash by Registered Mail.

Educational Activities: It must be remembered that the greatest object of the Club is the purpose of self education in the application of Liberal principles to the practical matters of government. Organizations are like individuals. They grow, prosper and accomplish good by activity--constant activity. Meetings should be held frequently, where the aims and objects of Liberalism are freely discussed. Topics of public interest should be discussed and debated. The objective of Liberalism always has been and still is the common weal. The Liberal Party is traditionally the party of freedom in social, economic and religious matters. It has never in the past, and does not today, make its appeal to ignorance and prejudice. Equal right to live and equality of opportunity, light taxation and economic expenditure are guiding principles of the Liberal Party.

Social Activities: Occasional dances, box socials and such gatherings will stimulate interest in the cause and incidentally supply needed funds for the work of the Local. The women of the community should be encouraged to join the Club. They will render invaluable assistance in these social gatherings. **MAKE YOUR LOCAL CLUB A FORCE FOR GOOD IN YOUR COMMUNITY.** The officers and others as well should take the lead in all matters affecting the welfare of the community. Periodically a "drive for membership" will be launched and a "sign up" day set to secure members in the various Locals throughout the Province. Athletic Clubs, Business Clubs, etc., and other forms of organization can and will be affiliated with the parent organization.

Publicity: Be sure to elect an active News Correspondent. Give your Local all the publicity possible. Use the weekly and daily newspapers whenever there is anything of public interest to report. Arrangements are being made whereby members of Locals may obtain a daily newspaper at reduced rates.

Young Liberal Clubs: Separate Young Liberal Clubs can and do perform a definite and constructive service in taking care of the social, economic and political problems of youth. Such Clubs should be encouraged where population density and special problems of membership distribution makes the formation of separate clubs a constructive contribution to the local organization, particularly in cities or the larger towns. Such separate clubs will be most effective when their membership through their Young Liberal Club is closely affiliated with the Local Liberal Club or Association. In

such districts where the establishment of a Young Liberal Club is not feasible because of too small membership, the young people should be encouraged to join the main Liberal Club and definite representation should be given them on the executive and committees. In all instances young people should be made acquainted with their own organization within the Liberal Party, namely the Saskatchewan Young Liberal Association and they should be encouraged to contact this Association for direction in activities and for beneficial literature on Liberalism.

Women's Liberal Clubs: The principles that make separate Youth representation constructive or not, applies with equal force to Women's Liberal Clubs, and they should be guided by the circumstances, as to whether the maintenance of a separate Women's Club will strengthen or weaken local Liberalism, and their own influence within it. Where population is thin and scattered, as in the rural districts, membership in the local Liberal Club, with a separate Women's Committee, and Vice-President, will give all of the advantages of membership in the local Liberal Club, with the ability to meet within their own Committee on special problems of interest.



AN EVEN DOZEN

1. ORGANIZE.

2. Let your objective be every Liberal minded citizen of the community an active member of your Local.

3. Keep your Local constantly active.

4. Arrange for regular meetings if at all possible.

5. Report to Headquarters promptly and frequently.

6. Select the best men and women possible for your officers.

7. Make your Local a power for good in the community.

8. Inform the Executive of your opinions on current public questions.

9. Be fair to all but stand by your principles.

10. Keep well informed on all matters of common interest.

11. Do not allow a mis-statement of fact to go unchallenged.

12. Remember that Liberalism stands for equal right to live and equality of opportunity for every citizen.

Form A

SASKATCHEWAN LIBERAL ASSOCIATION
Executive Headquarters: Regina, Saskatchewan

REPORT OF LOCAL SECRETARY

Provincial Constituency of
 Local Association.
 (Write name of Local here)

Date 19. . .

OFFICERS FOR THE YEAR 19 . .

.....	President	P.O.
..	Vice-President	P.O.
.	Sec.-Treasurer	P.O.
..	Auditor	P.O.
.	News Correspondent	P.O.

OTHER OFFICERS:

.....	P.O.
.....	P.O.
.....	P.O.

REMARKS:

.....
 Secretary.

Form B

SASKATCHEWAN LIBERAL ASSOCIATION
Executive Headquarters: Regina, Saskatchewan

REPORT OF LOCAL SECRETARY

Provincial Constituency of
 Local Liberal Association
 Secretary P.O.

Date 19 . . .

LIST OF MEMBERS

Name of Member	Address	Contribution	Remarks

This Report should be made promptly to
 Liberal Headquarters, Regina, Sask.



